



Children & Families Commission
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**Note: Times provided are
approximate times.**

**COMMISSION MEETING AGENDA
December 2, 2003**

- 4:00 p.m. I. Welcome and Introductions** – Chair John Walker, MD; Commissioners and Commission Staff
- 4:05 p.m. II. Approval of the Consent Calendar** – Agenda items marked by an Asterisk (*)
- III. Agenda Items
- * A. Approval of the Commission Meeting Minutes of October 28, 2003.
 - B. Executive Director's Office
- 4:10 p.m. 1.** Approval of the 2004 Commission Calendar.
- 4:15 p.m. 2.** Accept a report on the status of funding 2003-2004 mini-grant proposals.
- 4:20 p.m. 3.** Approval to establish a Monitoring / Technical Assistance Program.
- C. Committee Reports
- 4:30 p.m. 1.** Approval of the Policies & Procedures
- a. Fiscal Year-End Billing
 - b. Contractor Compliance Audit
 - c. Advance Payments to Contractors
- * 2. Accept the Minutes of the Administrative & Finance Committee Meeting of November 14, 2003.
 - a. Monthly Financial Report & Fiscal Projections
 - * 3. Accept the Minutes of the Evaluation & Planning Committee Meeting of November 17, 2003.
 - * 4. Accept the Minutes of the Executive Committee Meeting of November 18, 2003.
- D. Program Reports
- * 1. Accept a report from the CARES Project of the Child Development Training Consortium.
 - * 2. Accept a report from Stanislaus County Office of Education (SCOE).
- IV. Correspondence
- * a. Accept a "thank you" letter and a Certificate of Appreciation from Sallie Ayala-Perez on behalf of Wakefield Healthy Start.
 - * b. Accept a "thank you" letter from Sonia Musson, School Readiness Nurse, from Grayson Charter School – School Readiness Program.
- V. Public Comment Period
- VI. Commissioners' Report
- 4:35 p.m. VII. Staff Report**
- a. Annual Meeting – Draft Agenda
 - b. Financial Forecast – Available Upon Request
- 4:45 p.m. VIII. Adjournment**